

Dewar COE Meeting Documentation Form

This form should be completed by all non-statutory committees/groups for meeting associated with the COE.
Statutory committees are required to maintain formal minutes.
The completed form should be filed according to approved COE policies and procedures.

Committee/Group Name: C4IT

Chairperson/Responsible Contact: LS/EH

Purpose of Meeting: Budget / Dissertation Chairs / Spring Schedule /

Date: 9/19/17 Time: 10:30 Location: Conference Room

Departments/Groups/Agencies Represented: LS HF EH SD LL TH DK DD LP

Primary Outcomes: LP discussed Dissertation chair list / remove inactive /

LS requested split 5999 for TA/MED & EdS/TA - based on Adm. Assurance form issues.

LP - consider budget requests - not computers (Technology) / LS discussed air conditioning issues on weekend - open labs for students. Will be checking

LP - Budget for 2018 - not changed - may lose GOML funding. 23 parttime faculty - 30 sections

no cuts this year! Budget - request closing in secretary area - student use of copier on weekend.

Need to update faculty computers - have ordered headsets for synchronous sessions -

LS - IER / IEP & Strategic Planning Improvement. IER/IEP hard copy for Department file

- each person needs to make sure LT reports are done in timely manner.

analyze data - low scores on LT rubric / Emerging/Developing categories - needs to

be addressed - Leadership uses a formative / progressive method of assessment with final summative evaluation.

Recommend that we review / revise assessments.

LS, PL, Administrator need clarification about EPS field experiences - HF - identify top 3 to be fixed - work through!

Actionable Items/Planned Follow-up: 1. Remove inactive participants 2. Separate EDUC 5999 for

MED / TA & EdS/TA - 3. Currently have sufficient part time faculty for Sp. needs -

4. Submit requests for departmental needs (not computers) 5. Need to maintain Foundation

Funds. 6. Digital copy to Dr. Tate, hard copy to Department file - IER/IEP. 7. May need to

have conversation / work shop to discuss parallel between course grades & assessment

8. Provide suggestions for field work / managing students as they complete best practices onsite

in their own schools.

9. HF - work out problems & take time to fix it - 10. LP - need admissions

requirements now - (LL - take GACE for completion / not required to pass

12) submit Catalog change.